

Chapter 2 Overview

The purpose of this chapter is to address specific employment practices, related directly to the Children's Division (CD) and its employees. At no point in time, shall this chapter supersede the Department of Social Services (DSS) Administrative Manual. All Children's Division employees should consult the DSS Administrative Manual for detailed employment practice policy and procedures.

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Memoranda History:

[CD05-78](#), CD08-62

2.1 Conflict Of Interest And Preferential Treatment

The Children's Division prohibits the steering of or directing referrals of persons served by the Division to a private practice or contracted provider, in which the personnel, consultants or the immediate relatives of CD employees or past CD employees are engaged. This policy is put forth to avoid the appearance of a conflict of interest. It is permissible to include such personnel, consultants and their agencies on referral lists, but no referral shall be made exclusively due to current or past personal relationships

The Children's Division prohibits preferential treatment of members of designated authorities with policymaking functions, advisory boards, personnel, private practices, contracted providers or consultants in applying for and receiving the Children's Division services.

Related Subjects: DSS Administrative Manual Sections, 2-120-Code of Conduct, 2-105-Employment of Relatives, 2-500-Conflict of Interest and 2-503 Political Activities
(Employee Access Only)

Chapter Memoranda History: (prior to 01-31-07)

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Memoranda History:

2.2 Transportation Of Children

The Children's Division has basic requirements for employee's and contracted individuals who are or may be responsible for the transportation of children in CD's custody. These basic requirements are as follows:

- a. A passenger (child) in the CD's custody will have medical insurance supplied by the Division in case of an accident;
- b. An employee or contracted individual of the Division shall supply proof of automobile liability insurance upon request by line of supervision;
- c. Age-appropriate passenger restraints shall be used by all passengers;

Related Subject: Section 4, Chapter 6, Attachment B

- d. An employee or contracted individual shall provide annual validation of licenses and driving record upon request by the division;
- e. The Division will confirm appropriate license type; and
- f. An employee or contracted individual shall provide upon request by the Division current vehicle maintenance or inspection verification.
- g. An employee shall read the liability segment in the Risk Management Section of the Office of Administration policy about the extent and limits of liability coverage. To review this section, go to <http://www.oa.mo.gov/gs/risk/index.htm> and click on liability.

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2.3 DSS Administrative Manual Link

For additional information on employment practices, CD employees should review the DSS Administrative Manual for specific policy and procedures. A direct link has been provided to the DSS Administrative Manual regarding the following topics. (Employee Access Only)

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2.4 Student Intern Policy and Procedure

Student interns will be expected to work to meet the needs of the children and families served by the Children's Division (CD). Supervisors are expected to approve and monitor work to assure policy, standards, and practice are followed and adhered to while the students are in their placements.

1. Initial CD Supervisor Responsibilities

- A. Supervisor should ensure the student/volunteer reads and/or completes the following forms or documents and complies with the following requirements: (These forms and documents can be accessed electronically and printed from the Human Resources Center New Employee Packet Checklist which can be found at <http://dssweb/dpl/pages/newhirechklst.htm>.)
1. Application for Internships/Volunteers;
 2. Application for Record Review (background check);
 3. Department of Social Services Confidentiality and Information Security Agreement;
 4. I-9 Form;
 5. Sexual Harassment/Inappropriate Conduct Policy and Acknowledgment (ADM-2101);
 6. Alcohol and Drug-free Workplace Policy (ADM-2110);
 7. Department of Social Services Employee Handbook;
 8. Employee Acknowledgment of Agency Disclaimer;
 9. Provide proof of valid driver's license, vehicle registration and insurance coverage; and
 10. Department of Social Services Protection of Health Information Policy Acknowledgment (HIPAA).
 11. Application for Identification Card. Application should be completed and taken to appropriate agency personnel at the local Children's Division office for picture taking and data entry unless otherwise instructed. Personnel issuing the card shall select "Intern" in the drop down menu when selecting the job classification to display on the identification card.

B. The CD Supervisor is also responsible for the following:

1. Participating in the development of written agreement/plan between volunteer or student intern and his/her school, college or university and the Division outlining the desired individual learning activities, supervision expectations and duration of placement.
2. Developing a work schedule with the student intern which is agreeable to both the CD and Field Instructor in order to complete necessary hours for the semester.
3. Ensuring the student intern/volunteer has computer access as appropriate and necessary to perform his/her assigned activities. Student interns will be allowed to access to the electronic systems necessary to perform their duties after completing the required security forms and receiving security approval. Data entered into electronic systems by the student intern must be approved by the supervisor.
4. Completing placement agreement form as required by school/college.
5. Keeping student interns informed of new policies.
6. Conducting and documenting meetings with interns at least one hour a week.
7. Keeping files on every intern in accordance with the manner in which personnel files are kept.
8. Tracking attendance record on student interns.
9. Completing required evaluations from college, honestly, fairly, addressing personnel practices.

2. Duties and Responsibilities of Student Interns:

1. Complete all requirements listed in Section 8 Chapter 2.4.1.
2. Carry student/volunteer identification card at all times while performing duties or participating in CD business activities.
3. Adhere to all agency policy, standards, and practice related to placement.

4. Adhere to agency policy regarding computer usage and confidentiality agreement.
5. Follow policies in DSS Administrative Manual.
6. Be punctual and dependable.
7. Dress and behave professionally and report all absences according to agency rules.
8. Be responsible for attendance and contacting supervisor when absent, arranging to complete the make-up hours.
9. Complete tasks and responsibilities thoroughly and timely with a positive attitude.
10. Keep appointments and other agreed upon commitments.
11. Handle any issues of conflict in a professional manner.
12. Maintain confidentiality.
13. Maintain high personal and ethical standards which comply with NASW Code of Ethics.
14. Prepare for supervision and actively participate in supervisory conferences.
15. Receive prior approval from Field Instructor and inform CD supervisor of any schedule changes.
16. Maintain a daily time sheet which will be provided to the Field Instructor.
17. Request and be reimbursed for travel expenses consistent with the policy for regular employees.

NOTE: Disciplinary action may be taken against student interns who willfully violate DSS policies.

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